

ARTICLE 23
ACCESS TO RECORDS

Section 1: Access

- a. EMPLOYEE personnel records and other official files maintained by the IHSQE in a system of records as defined by the IHS Privacy Act implementing regulations, will be safeguarded to assure that all disclosures are in accordance with the Act and other applicable regulations.
- b. In accordance with the Act and other regulations, only authorized staff shall have access to an EMPLOYEE'S personnel and other official files without the written authorization of the EMPLOYEE.

Section 2: EMPLOYEE Review.

Upon giving reasonable notice, an EMPLOYEE shall have the right to review their own personnel files maintained by and under the control of the IHSQE.

Section 3: Unauthorized Disclosure.

The IHSQE will not disclose to unauthorized personnel, including UNION Stewards or other officials, any confidential employee information or records including financial or other work related information in accordance with Privacy Act restrictions. Disclosure will only take place upon written authorization of the EMPLOYEE. Authorization must include the names or description of individuals that the EMPLOYEE wishes to receive their personal information and documents.